

Adopted: September 2001 , Revised: _____**Class Title: Fleet Maintenance Manager****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Manages fleet operations including replacing equipment, performing maintenance on vehicles and equipment, disposing of hazardous materials, acquiring parts, and developing bids. Performs financial duties and provides guidance and development to staff.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Manages fleet operations by training employees, providing guidance to staff, conducting performance reviews, and ensuring compliance with regulations and policies.
2	S	Manages financial operations by developing and evaluating the budget, conducting financial analysis, and processing accounts payable and accounts receivable.
3	L	Coordinates with various departments and manages the equipment replacement process by evaluating the lifecycle characteristics of the city's fleet.

Adopted: September 2001 , Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Five years experience in Fleet Management.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read memorandum, documents, manuals, spreadsheets, reports, policies, budgets, regulations, and general correspondence at a college level.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, and statistical analysis at the college level.
Writing	Work requires the ability to write memorandum, policies, procedures, performance evaluations, financial documents, reviews, and general correspondence at the college level.
Managerial	Managerial responsibilities include planning revenue and expenditure budgets, scheduling personnel and equipment, overseeing maintenance services, managing all phases and activities associated with accounts receivable / payable, billing, and reporting and managing the life cycle of the city fleet.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Adopted: **September 2001** , Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Observing employees
Sitting	F	Computer, desk work, driving
Walking	F	Inside office, to/from office equipment
Lifting	R	Office supplies, parts
Carrying	R	Office supplies, parts
Pushing/Pulling	R	Files and records
Reaching	R	Taking inventory, office supplies, parts
Handling	O	Office supplies and parts
Fine Dexterity	F	Computer keyboard, telephone keypad, writing, calculator
Kneeling	R	Filing in lower drawers
Crouching	R	Taking inventory, observing maintenance
Crawling	N	
Bending	R	Lifting office supplies and parts
Twisting	R	Taking inventory, office supplies, parts
Climbing	R	Step stool
Balancing	R	On step stool
Vision	C	Computer, desk work, taking inventory, writing, observations, driving
Hearing	C	Staff, vendors, supervisors, telephone
Talking	F	Staff, vendors, supervisors, telephone
Foot Controls	O	Driving
Other (specify)	N	

Adopted: September 2001 , Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Fax machine, copy machine, telephone, calculator, vehicles, radio, computer, Standard Microsoft Windows and Office software, laser or inkjet printer, scanner, Palm Pilot, Faster, Crystal Reports, SQL, AFIN, PeopleSoft

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	S	Dirt and Dust	M
Chemical Hazards	S	Extreme Temperatures	S
Electrical Hazards	S	Noise and Vibration	M
Fire Hazards	S	Fumes and Odors	M
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Safety shoes, safety glasses, ear plugs

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)